



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

AIRPORT Office Assistant II
Burlington Airport

POSTING DATE: March 3, 2016

RATE OF PAY: \$17.4375/hour

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: March 15, 2016

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 12

APPLICATIONS CANNOT BE ACCEPTED AFTER DEADLINE DATE

This position is responsible for providing administrative support to the Airport with an emphasis on clerical support, document control, processing and retrieval of information and public contact.

Essential Job Functions:

- Provide customer service to the traveling public and airport stakeholders through the Airport Administration Office.
- Open, sort and distribute incoming mail.
- Provide administrative support to the Airport Leadership team, attending meetings, taking minutes and following up on action items.
- Follow departmental procedures in filling out forms, processing, filing and routing of paper for each functional area.
- Answer telephone inquiries, provide routine information and/or route calls to appropriate individuals.
- Verify, update and/or maintain records manually or by computer as may be required.
- Prepare, track and reconcile Accounts Payable accounts and receivables as requested.
- Receive all accounts receivable fees from tenants and the public and deposit.
- Categorize, record, report and distribute monthly enplanement, deplanement, freight figures and car rental revenue data as required.
- Type correspondence, forms, or minutes of meetings.
- Perform routine mathematical calculations as required by functional assignment.
- Make travel and meeting arrangements for Administration personnel.
- Communicate with Airport personnel using multiline telephone and handheld radio.
- Prepare and maintain department activity and events list and distribute as required
- Order, receive and maintain office supply inventory.
- Assist in the tracking of lost and found items, following department procedures.
- Perform related work as required

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required
- One or more years of administrative office support experience required
- Strong computer skills, including Word, Excel, and Access software programs required
- Valid VT State Drivers License required
- Accounting or financial experience preferred.
- Basic conversational fluency in French preferred but not required.
- Knowledge of a variety of general office procedures to include typing, filing, record keeping, and basic mathematical calculations required.
- Must be able to work effectively in a fast paced office setting.
- Ability to learn and utilize the mobile and fixed radio communications equipment required.
- Ability to use a variety of office equipment including computer, copy machine, TTY machine, postage

scale, meter, calculator and switchboard telephone system required.

- Ability to work independently carrying out tasks required.
- Ability to learn and adhere to department operations and procedures required
- Ability to file and to maintain high level of accuracy in maintaining records required.
- Ability to maintain positive public relations in assisting customers and/or collecting fees required
- Ability to communicate, both in writing and verbally, effectively with the public, staff and tenants required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145. **WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**